



Voucher Information Processing System (ViPS)

The Voucher Information Processing System is a Harris County application designed to automate and replace the current paper Vouchers that are used in our Criminal, Juvenile Delinquency and Family Courts. The application provides an all-electronic process for submitting and processing vouchers.

ViPS is accessed via the Internet. The browsers currently supported are Internet Explorer version 11 and Google Chrome. Please be aware that application functionality has not been confirmed using other browsers.





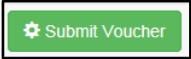
ViPS has been designed to be used primarily on a workstation or laptop. However, we have developed the application using technology that gives the application the ability to automatically adjust the display when it is used on mobile devices such as tablets and smartphones. These automatic adjustments are meant to improve the user experience on these devices. We are not yet finished with fine tuning these adjustments. If users have the opportunity to use ViPS on these devices, we encourage them to do so and provide feedback on their experience.



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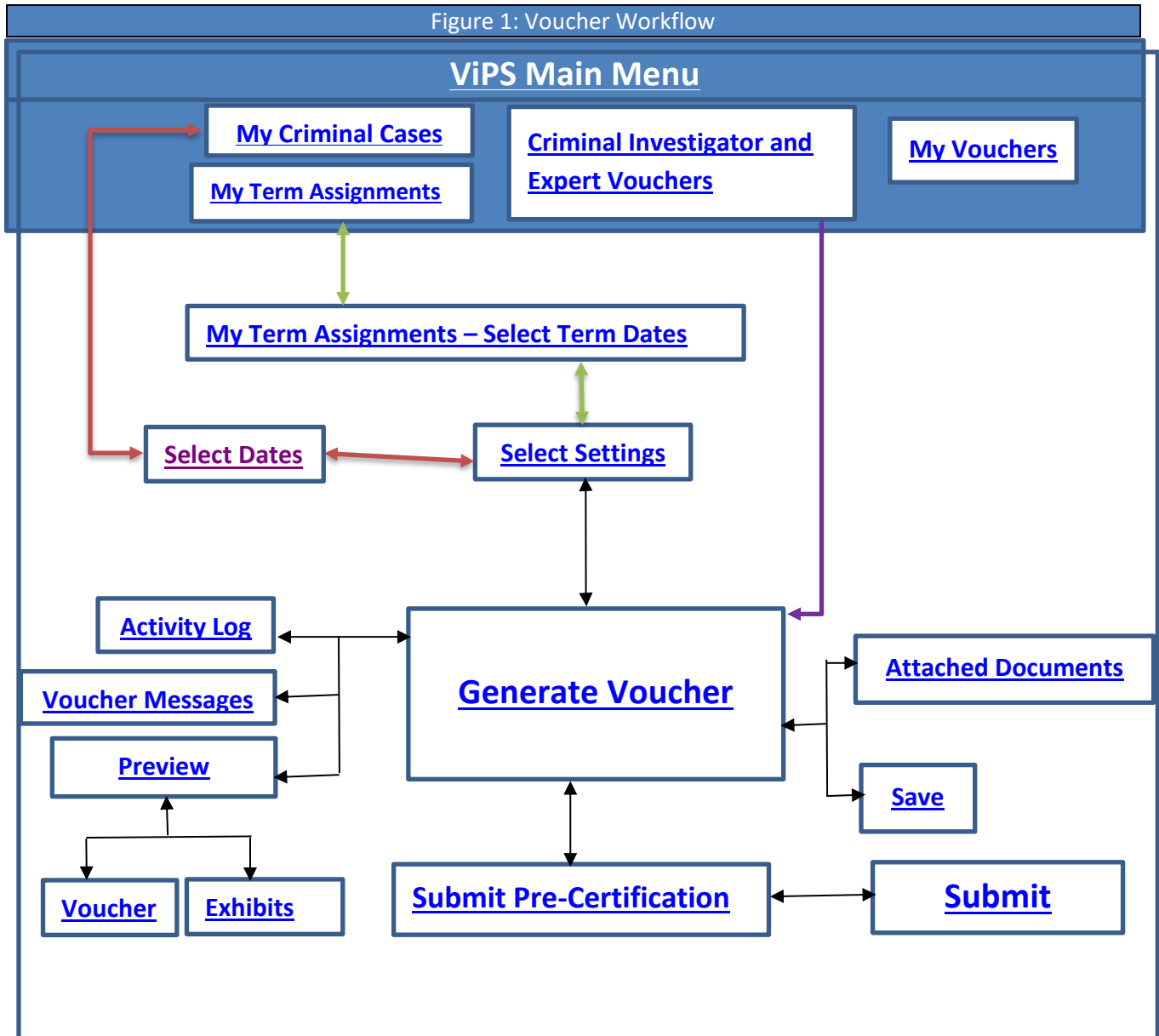


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Criminal Cases High-Level Workflow

Figure 1: Voucher Workflow



- Click on Any box in Figure 1 to navigate to that part of the application.
- Throughout this document there is wording in blue font color that is also underlined. When selected, the user will be navigated to the location indicated in this document.



Requesting ViPS Access

1. Access to ViPS is part of the Attorney Onboarding process for all Court divisions.
2. If there are problems, Attorneys are asked to first contact the Central Appointment Coordinator at fdams@justex.net.

Signing In

Two ways to Access ViPS.

- Through Attorney Portal, at: <https://attyportal.harriscountytexas.gov>, Select 'Apps'
- At: aty.harriscountytexas.gov/ViPS (do not include www).

This will navigate the user to the Authentication Portal where they can log in to the application.

Figure 2: ViPS Login Page

The screenshot shows the login page for the Harris County Application Services Federation Systems Authentication Gateway. The page has a dark blue header with the text "Figure 2: ViPS Login Page". The main content area features a large, high-quality photograph of the Houston skyline at night, with the Houston City Hall building prominently in the foreground. Overlaid on the bottom left of the image is the text "Harris County Application Services" in a large, white, serif font, and "Federation Systems Authentication Gateway" in a smaller, white, sans-serif font below it. On the right side of the page, there is a white login form. At the top of the form is the Harris County logo and the text "Harris County Application Services" and "Federation Systems Authentication Gateway". Below this is a dropdown menu labeled "Authentication Method" with "BAR" selected. Underneath are two input fields: "Bar Number:" and "Password:". Below the password field is a link that says "Forgot my password". At the bottom of the form are three buttons: "Request Username/Password" (blue), "FAQs" (blue), and "Authenticate" (green).

Authentication Method: set to "BAR"

Username: Enter Bar Number (all 8 digits including any leading zeros)

Password: Enter Password

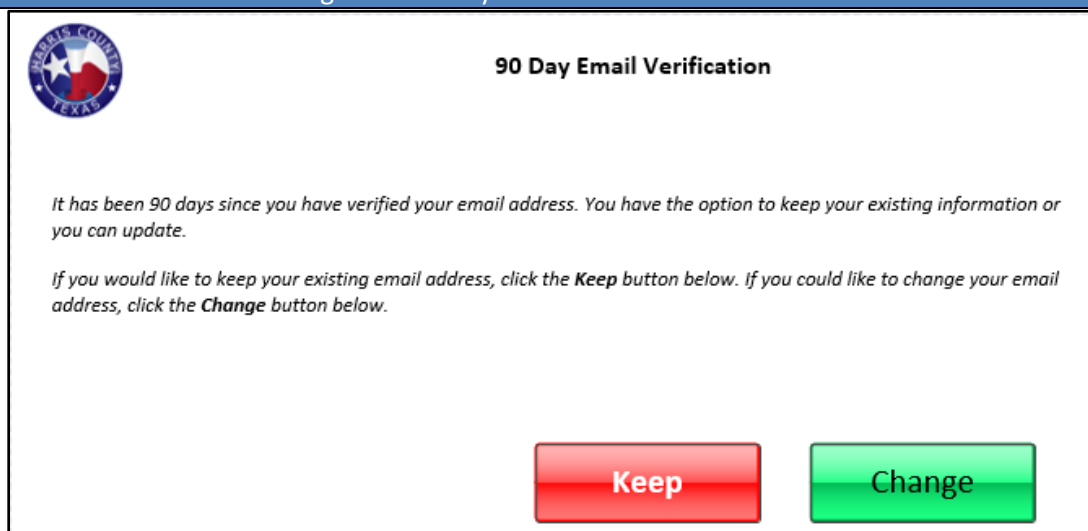
Click on the **Authenticate** button to log in to the application. The first page displayed will be the ViPS Main Menu.



Password Requirements - Per Harris County ITC Information Security:

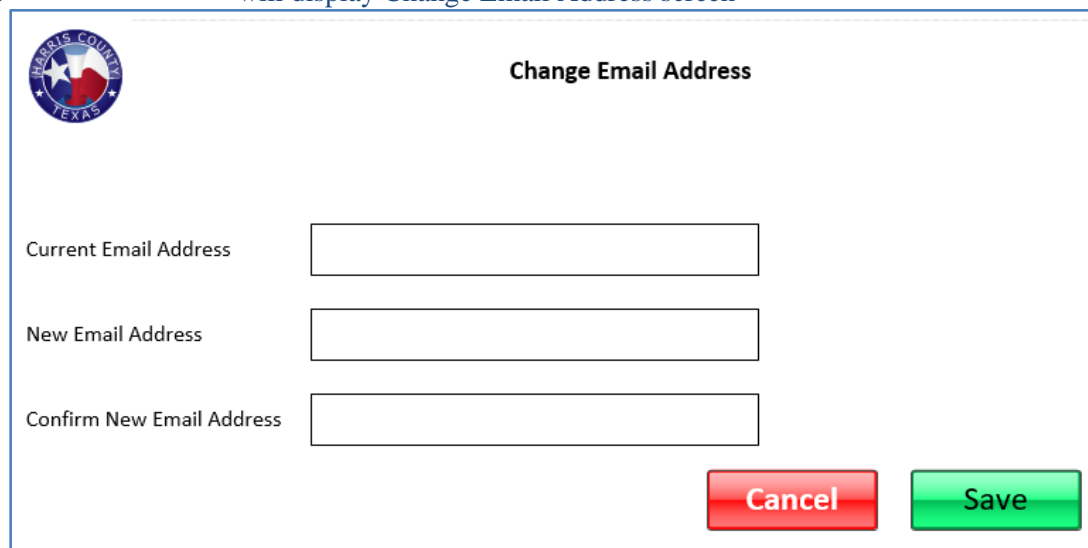
- Password must be between 6-15 characters.
 - Contain 1 Uppercase character
 - Contain at least 1 number
 - Contain at least 1 of the following special characters: !, *, +, &, @, #, \$, %
- Password cannot be any of the 10 previously used passwords.
- Password must be changed every 90 days
 - Upon login, application will display a message notifying user to change password.
- Email verification every 90 days
 - Upon login, **90 Day Verification** screen is displayed.

Figure 3: 90 Day Email Verification Screens



The screen displays the Harris County Texas logo in the top left corner. The title "90 Day Email Verification" is centered at the top. Below the title, a message states: "It has been 90 days since you have verified your email address. You have the option to keep your existing information or you can update." A second message follows: "If you would like to keep your existing email address, click the **Keep** button below. If you could like to change your email address, click the **Change** button below." At the bottom right, there are two buttons: a red "Keep" button and a green "Change" button.

Select  will display Change Email Address screen



The screen displays the Harris County Texas logo in the top left corner. The title "Change Email Address" is centered at the top. Below the title, there are three input fields labeled "Current Email Address", "New Email Address", and "Confirm New Email Address". At the bottom right, there are two buttons: a red "Cancel" button and a green "Save" button.



1. ViPS Main Menu

[Back to Workflow](#)

- Location in workflow:

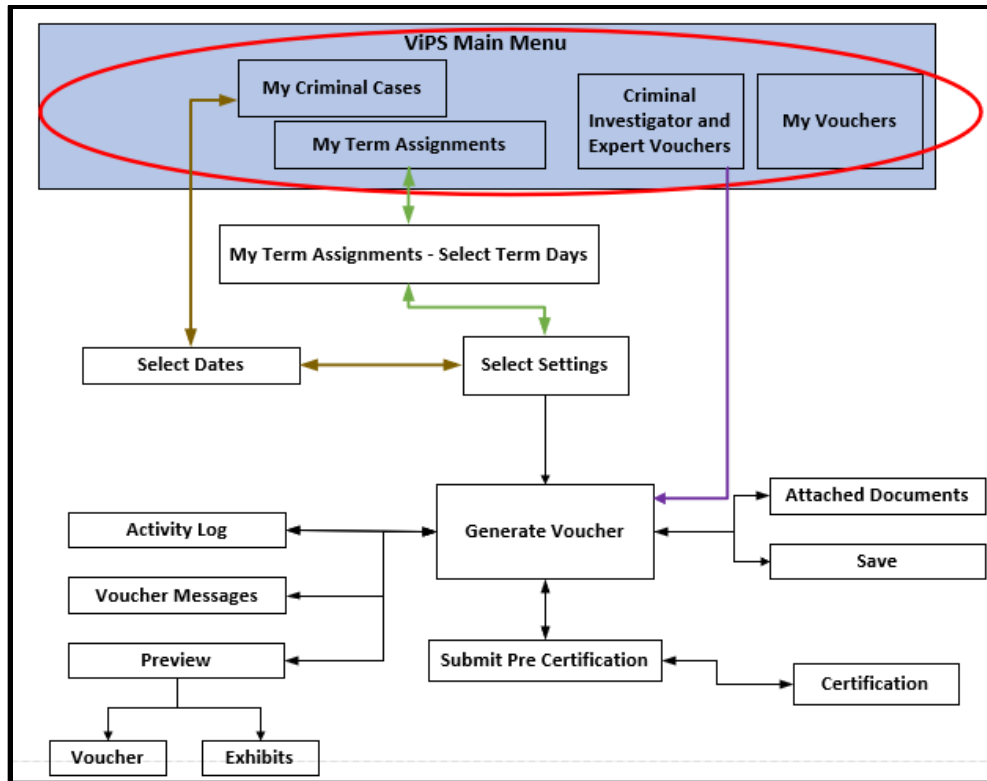
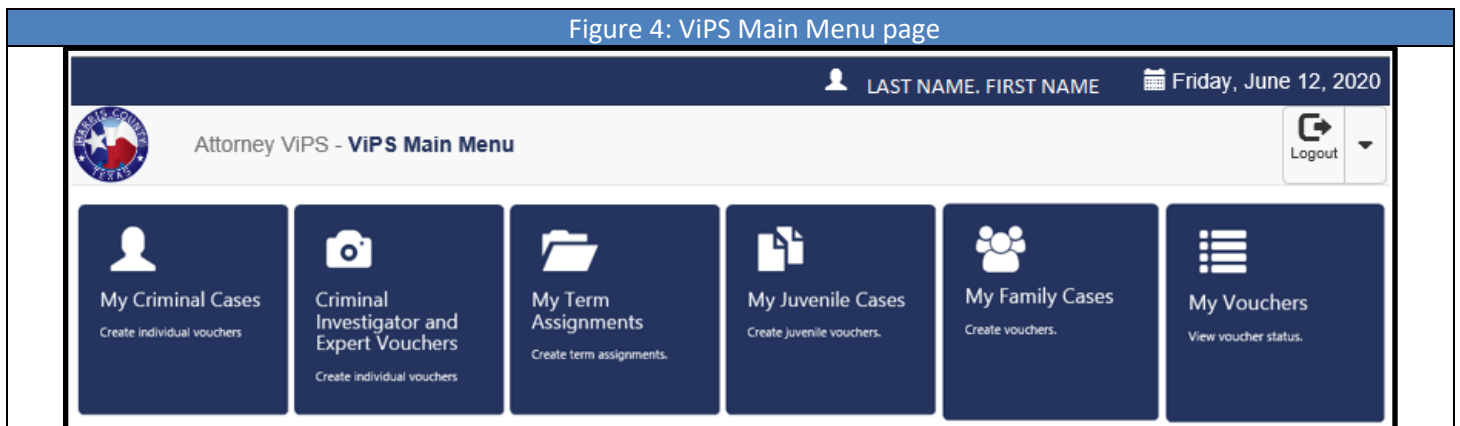


Figure 4: ViPS Main Menu page



The ViPS Main Menu provides access to the different functional areas of the application.



○ Navigating ViPS Main Menu page:

- [My Criminal Cases](#) is used to create Criminal Individual Case Appointment vouchers.
- [Criminal Investigator and Expert Vouchers](#) is used to create Investigator and Expert vouchers.
- [My Term Assignments](#) is used to create Term Assignment Vouchers.
- **My Juvenile Cases** is used to create Vouchers for Juvenile Delinquency courts. **Not covered in this User Guide.**
- **My Family Cases** is used to create Family Court Vouchers.
- [My Vouchers](#) is used to track draft and submitted Vouchers. **Not covered in this User Guide.**

Only tiles that a user has access to will appear in the ViPS Main menu screen.



can be selected from any page in the application to navigate back to ViPS main Menu.



can be selected from any page to Logout.



can be selected to Change Password or Logout.



2. My Criminal Cases Page

[Back to Workflow](#)

- Location in workflow:

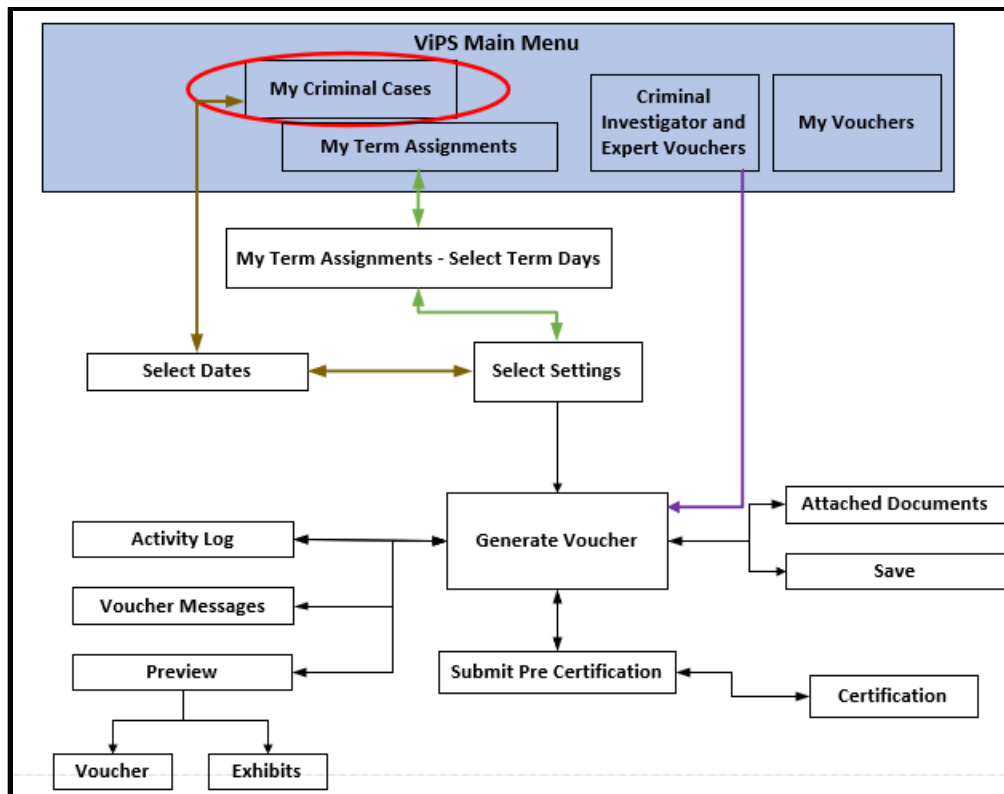




Figure 5: My Criminal Cases page

The screenshot shows the 'Attorney ViPS - My Criminal Cases' interface. At the top, there is a header with the Harris County logo and a 'Logout' button. Below the header, a yellow banner instructs the user to 'Click a defendant and select cases for your voucher.' The main content area features a table with columns for 'CDI', 'Case Number', and 'Court'. The first row shows 'Felony' under CDI, '12345678901' under Case Number, and '178' under Court. Below the table, there are seven dropdown menus for selecting defendants, labeled 'Defendant1 Last Name, First Name' through 'Defendant7 Last Name, First Name'. At the bottom right, there are 'Search' and 'Continue' buttons.

My Criminal Cases page provides a listing of defendants/cases pending a voucher.



- **Navigating My Criminal Cases page:**

- By default, the first Case in the list is expanded to show additional details.
- Attorneys can scroll through the list to locate the defendant/case(s) for which they would like to create a voucher.
- Clicking a defendant's name will expand to display the defendant's Case(s).
 - Vouchers displaying the pencil icon  indicate the voucher is in DRAFT status and can be seen in the following pages:
 - [My Criminal Cases](#)
 - [My Vouchers](#)
 - Selecting the pencil icon , will reopen the draft voucher.
- *Searching for a Case:*

If a Case is not listed, attorneys can click on the  button at the bottom right hand side of the page.


1. Selecting the  button at the bottom of My Criminal Cases page will display a popup that allows a user to search by any of the following parameters:
 - a. Defendant Name
 - b. Defendant SPN
 - c. Case/Cause Number



Figure 6: My Criminal Cases – Search Popup

Please Enter Defendant Name or Defendant SPN or Case/Cause Number

Defendant Name	Defendant SPN	Case/Cause Number
<input type="text" value="LastName, First Middle"/>	<input type="text" value="00000000"/>	<input type="text" value="Case/Cause Number"/>

- *Selecting a Case:*

From the expanded view of the Defendant's Case(s), an attorney can make Case selection(s) individually by clicking on the checkbox in front of each case or can select all Cases by clicking on the radio button in front of the court division (i.e. Felony).

Figure 7: Selecting Case(s)


Attorney Name System Date

Attorney VIPS - My Criminal Cases

Click a Defendant Name (can be Actual or Alias) to select case(s) for your voucher. If your case is not displayed, try the Search button at the bottom.

DEFENDANT LAST NAME, FIRST NAME		
CDI	Case # (Offense Degree)	Court
<input type="radio"/> Felony	<input type="checkbox"/> 55555111110(FS)	174
	<input type="checkbox"/> 12345678910(FS)	174
	<input type="checkbox"/> 12345678910(FS)	174
	<input type="checkbox"/> 12345678910(FS3)	174

Once the defendant is found and their case listing is expanded, attorneys can then make case(s) selection.

- A Voucher with the pencil icon  next to the case number instead of the checkbox indicates the voucher is in DRAFT status.
- If a voucher is already in DRAFT status, a new voucher for the same case cannot be created until the existing voucher is SUBMITTED for approval, unless it's a Criminal Investigator and Expert Voucher.
- Selecting the check box in front of the court division (i.e. Felony) will select all cases. This can only be done if all the cases are currently in the same Court.
- Attorneys can select case(s) individually by selecting the checkbox in front of each case. Multiple cases can be selected as long as their current Court is the same.



To continue to the next page, ViPS determines the type of voucher being created and will navigate the user to the appropriate page.

Selecting  icon.

All Criminal Cases: Once Case(s) and the Continue icon are selected, ViPS will navigate user to [Select Dates Page](#).



3. My Term Assignments Page

[Back to Workflow](#)

- Location in workflow:

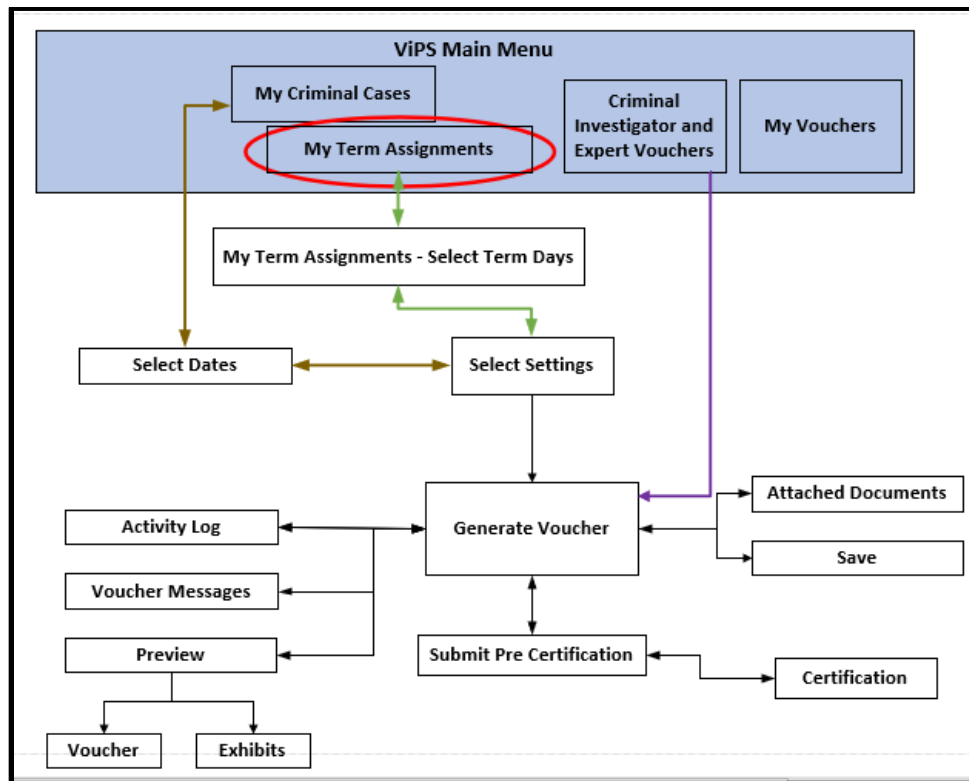


Figure 8: My Term Assignments page

The screenshot shows the 'Attorney ViPS - My Term Assignments' page. At the top, there is a header with the Harris County logo, the title 'Attorney ViPS - My Term Assignments', and a 'Logout' button. Below the header, a green banner displays a message: '8 Week(s) Found. Please Select Dates To See Your Cases.' The main section features a 'Date Range' filter with input fields for '05/23/2020' and '08/21/2020', a 'Search' button, and a table of assignments. The table has columns for 'TermID', 'Assignment Date(s)', 'CDI', 'Court', and 'Type'. The first row shows TermID 330738, Assignment Date(s) 08/20/2020, CDI Felony, Court 230, and Type LTA. Below the table, there are several date range filters for selecting different weeks. A 'Continue' button is located at the bottom right of the page.

TermID	Assignment Date(s)	CDI	Court	Type
330738	08/20/2020	Felony	230	LTA

My Term Assignments allows attorneys to submit voucher for their Court Term Assignments.





- Navigating My Term Assignments page:
- *Searching for a Term:*
 - Date Range Search fields:
 - Allows user to search for an 8-week moving window.
 - Term Weeks are listed in reverse chronological order, most recent date at the top, with the first item expanded, by default.
 - Enter a From Date and To Date that are no more than 8 weeks apart and select the  button.
 - Court Assignments for the dates requested, if any, will be listed below the Date Range Search fields.
 - Scrolling through list.
 - Attorneys can scroll down the My Term Assignments page.
 - Assignment Date Ranges are listed in weeks in reverse chronological order, most recent week at the top with the most recent week expanded.
- *Selecting a Term:*
 - Selecting the blue row where the Term Weeks are listed will expand that row to display the information.
 - Expanding the row will display:
 - Term ID
 - Actual Assignment Date within the Term Week
 - CDI
 - Court
 - Type
 - From the Expanded view, the box next to the Assignment Date(s) can be selected as the Date(s) being vouchered.

Figure 9: My Term Assignments – Selecting Assignment Date(s)

08/17/2020 - 08/21/2020				
TermID	Assignment Date(s)	CDI	Court	Type
330738	<input type="checkbox"/> 08/20/2020	Felony	230	LTA

Please note: If the Date Range for the week has not been completed, attorney will not be able to select the Assignment Date(s) for the voucher. This is because the system will not allow vouchers for future dates.

- i.e. Using the above figure, if user logs into ViPS on 8/20/2020, they'd see the Assignment that spans the week of 08/17/2020 – 8/21/2020.
- The checkbox next to the Assignment Date(s) would NOT appear because the assignment week (08-17-2020 – 08-21-2020) is not over, even though the Assignment Date is 08/20/2020.
- On 08/21/2020, attorney would see the checkbox next to the Assignment Date(s) and would be able to select any Assignment Date(s) for the Assignment Week 08/17/2020 – 08/21/2020.

Selecting the appropriate Assignment Date and the Continue  icon will:



-
1. Create the voucher in DRAFT status.
 2. Navigate user to the [My Term Assignments – Select Term Dates page](#).



4. Criminal Investigator and Expert Voucher

[Back to Workflow](#)

- Location in workflow:

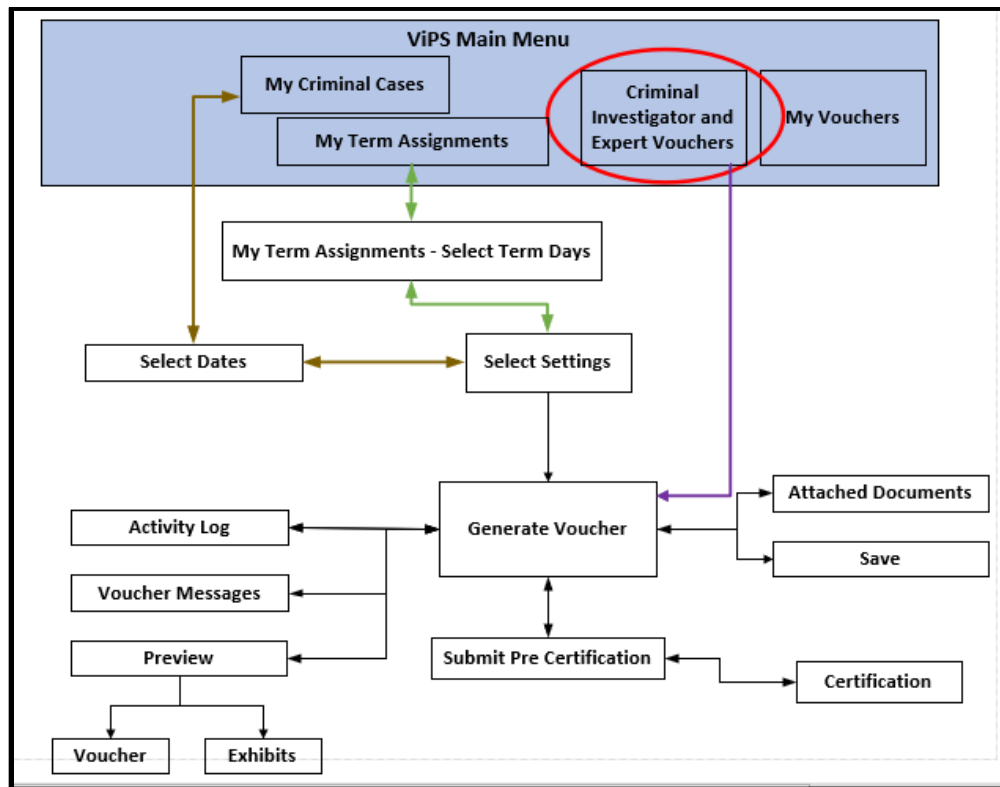


Figure 10: My Criminal Investigator and Expert Cases – Search page

The screenshot shows the 'Attorney ViPS - My Criminal Investigator and Expert Cases' search page. At the top, there is a message: 'No recent Defendant Cases found. Enter Case Number and the Search button to search for your case(s)'. Below this, there is a 'Case Number' input field with a placeholder 'Case Number' and a 'Search' button. At the bottom right, there is a 'Continue' button with a right arrow.

ViPS does not allow more than one voucher in DRAFT status that originates from My Criminal Cases.

While the DRAFT voucher is being worked on, there are some situations that call for an Investigator or Expert to be paid earlier than waiting for the entire DRAFT voucher to be completed, then SUBMITTED.



My Criminal Investigator and Expert Cases workflow allows attorneys to submit a fast-track voucher for Investigator and/or Expert expenses while the other voucher is still DRAFT status. ViPS still allows submitting for Investigator and Expert expenses through the My Criminal Cases workflow.

- Navigating My Criminal and Expert Cases page:
 - Cases are not listed.
 - User is required to search for the case being vouchered.
 - This particular voucher does not have a DRAFT status.
 - Once a voucher is started, it cannot be saved until it is SUBMITTED.
 - If voucher is not submitted, it will not be saved and will need to be recreated.
- *My Criminal Investigator and Expert Cases page - Search:*

Figure 11: My Criminal Investigator and Expert Cases – Search

The screenshot shows a web application interface. At the top, there is a blue header bar with the Harris County logo on the left, the text "Attorney ViPS - My Criminal Investigator and Expert Cases" in the center, and a "Logout" button with a dropdown arrow on the right. Below the header, a yellow message box contains an information icon and the text: "No recent Defendant Cases found. Enter Case Number and the Search button to search for your case(s)." Underneath this message is a search form. It includes a label "Case Number" above a text input field that also contains the placeholder text "Case Number". To the right of the input field is a dark blue "Search" button. At the bottom right of the form area is a light blue "Continue" button with a right-pointing arrow icon.

To search for a Case, enter the Case Number being searched in Case Number field and select the Search



icon.



Figure 12: My Criminal Investigator and Expert Cases – Search page without results

Attorney ViPS - My Criminal Investigator and Expert Cases

• Attorney has not been appointed to this case.

Case Number

123456123010

Search

Continue ➔

- If a Case does not exist or is not assigned to the attorney searching for the Case, ViPS will alert the user by showing a message above the Case Number field.

Figure 13: My Criminal Investigator and Expert Cases – Search page with results

Attorney ViPS - My Criminal Investigator and Expert Cases

Click a Defendant Name (can be Actual or Alias) to select case(s) for your voucher. If your case is not displayed, enter Case Number and click the Search button.

Case Number


Case Number

Search

Defendant Last Name, First Name			
CDI	Case # (Offense Degree)	Court	
<input type="radio"/> Felony	<input type="checkbox"/> 123456123010(FS)	176	

Continue ➔

- If a Case exists and is assigned to the attorney searching for the Case, ViPS will display the information below the Case Number Search field allowing attorney to select the Case(s) accordingly.

Using this workflow, once the appropriate Case is selected, the Continue  icon can be selected. ViPS will bypass the Select Setting Dates and navigate user to the [Generate Voucher page](#).



5. My Term Assignments – Select Term Dates

- Location in workflow:

[Back to Workflow](#)

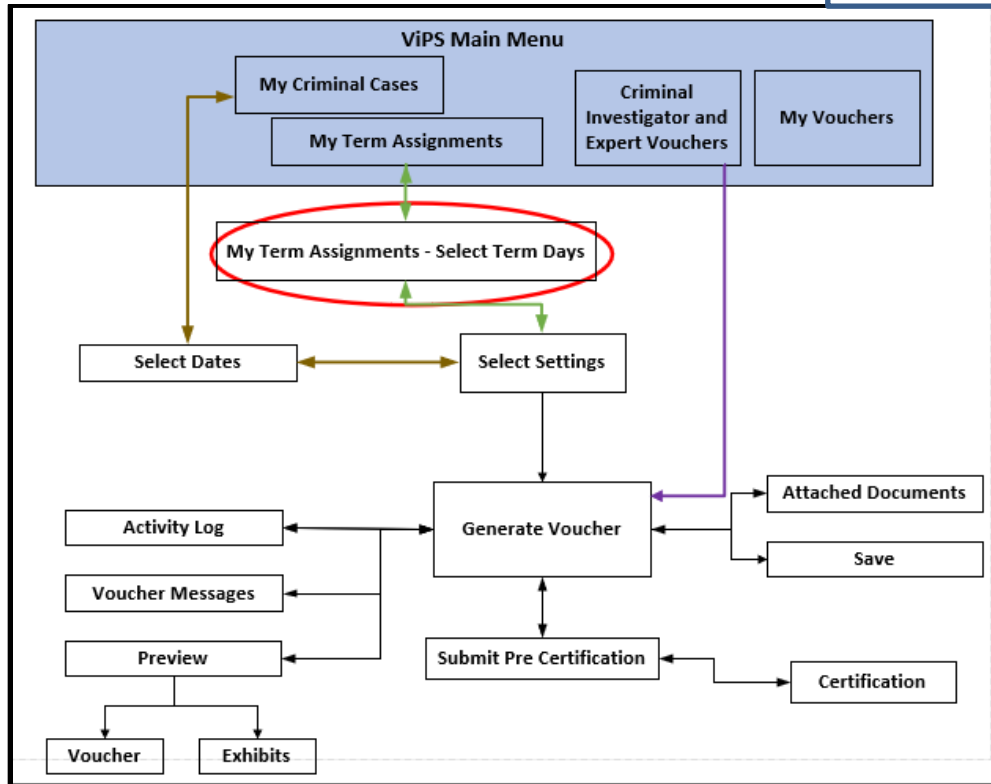


Figure 14: My Term Assignments – Select Term Days wit No Cases assigned

The screenshot shows the 'Attorney ViPS - My Term Assignments - Select Term Days' interface. At the top, it displays 'Felony' and 'Court : 184'. Below this, it says 'District Courts - Term Assignment' and 'Wednesday, 06/10/2020'. The main area has a table with columns 'Case Number' and 'Defendant Name'. A message states 'No Cases found'. There is a checkbox labeled 'I Was Assigned and Present'. At the bottom right, there are 'Save' and 'Continue' buttons.


Figure 15: My Term Assignments – Select Term Days Page with Case(s) assigned



Case Number	Defendant Name
160454454010	BAILEY, BEATLE
159454454010	BAILEY, BEATLE R
159321456010	MOUSE, MICKEY
229456101010	DUCK, DONALD

My Term Assignments – Select Term Days page allows attorney to select the Date(s) being vouchered. It also allows attorney to bypass this page when attorney is vouchering for the date assigned without having a case assigned.


- **Navigating My Term Assignments – Select Term Days Page:**

- Selecting My Term Assignments icon  at the right of the page will navigate user back to My Term Assignments page.
- Type of Case and Court will be displayed above the blue bar that contains the Assignment Date(s).

- **Selecting Term Assignment Date(s):**

- Assignments Date(s) will display the Case(s) and Defendant Name.
- At the bottom of the display, a checkbox can be selected where attorney can indicate they were assigned a present for the Assignment Date(s).
- Attorney can select the appropriate checkbox(es).

- Selecting the appropriate Term Assignment Date(s) or the Assigned and Present along with

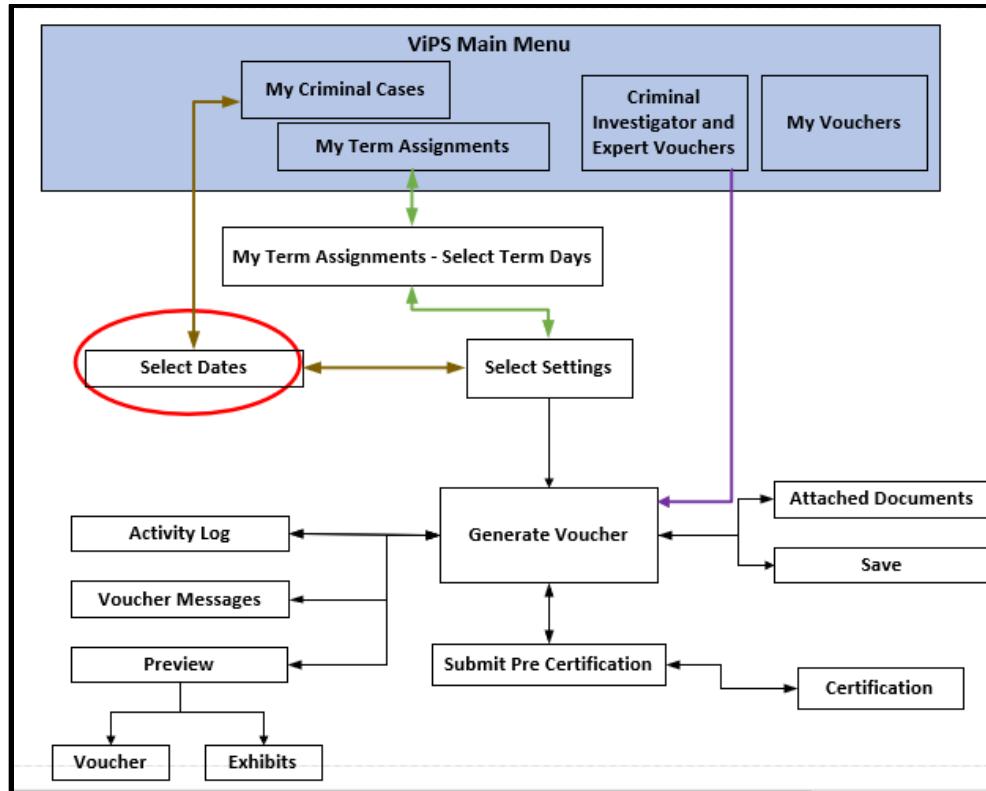
selecting the Continue  icon will navigate user to the Term Assignments - Generate Voucher page, found in the [Generate Voucher section](#).



6. Select Dates

[Back to Workflow](#)

- Location in workflow:



Select Dates Page

NOTE: Some vouchers will display the **Select Dates Page** before going to the Select Settings page. This is because ViPS requires a date range selection before navigating to the Select Settings page. If this page is not required, ViPS will bypass this page and navigate user to the Select Settings page.



Figure 16: Attorney VIPS – Select Date Range Page

Attorney VIPS – Select Dates

Please Select Court and Appropriate Date Range


Court
209
230

Dates	Settings
<input type="checkbox"/> On or before 02/28/2019	7/16/2018, 9/25/2018, 10/11/2018, 12/01/2018, 12/10/2018, 12/12/2018
<input type="checkbox"/> On or after 03/01/2019	No Settings

Previous Continue

Select Date Range page shows all the date ranges the attorney can voucher for a case.

- **Navigating Select Date Range page:**
 - Case will be listed by Court, with current Court displayed at the top and expanded, by default.
 - All other Courts the case was in will be listed after the current Court.
 - Selecting the blue area where the Court is listed will expand that Court, displaying the Date Ranges and Settings for the case in the selected Court.
- **Selecting a Date Range:**
 - Only one Court date range can be selected.
 - **Date ranges showing No Settings:** Can be selected by attorney to submit voucher for Out of Court Activities for the selected Court & Date Range.
 - **Date ranges showing Setting Dates:** Can be selected by attorney to submit voucher for listed Setting Dates or for Out of Court Activities for the selected Court & Date Range.

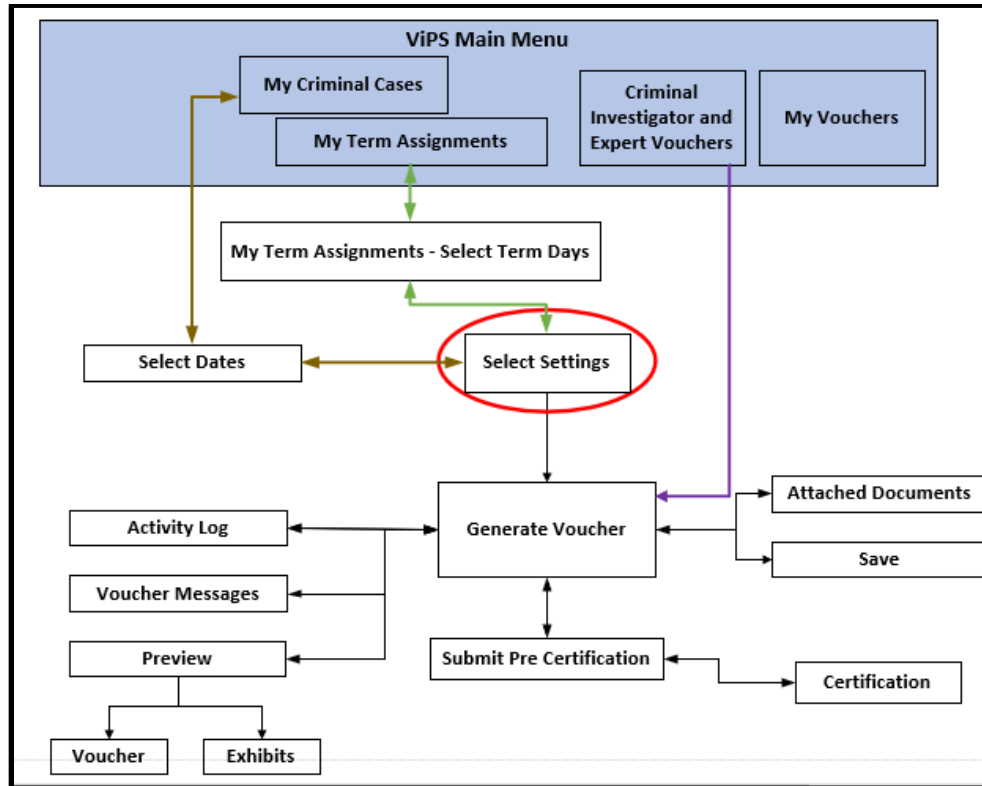
Selection of a Date Range is required before user is able to select the  button , which continue to the [Select Setting Dates page](#).



7. Select Settings

[Back to Workflow](#)

- Location in workflow:



Select Date Range page

NOTE: Some vouchers will display the **Select Date Range page** before going to the Select Settings page. This is because ViPS requires a date range selection beforehand navigating to the Select Settings page. If this page is not required, ViPS will display the Select Settings page.



Figure 17: Attorney VIPS – Select Date Range Page

Attorney VIPS – Select Dates

Please Select Court and Appropriate Date Range

Court
209

Dates	Settings
<input type="checkbox"/> On or before 02/28/2019	7/16/2018, 9/25/2018, 10/11/2018, 12/01/2018, 12/10/2018, 12/12/2018
<input type="checkbox"/> On or after 03/01/2019	No Settings

230

Previous Continue

Select Date Range page shows all the date ranges the attorney can voucher for a case.

- **Navigating Select Date Range page:**
 - Case will be listed by Court, with current Court displayed at the top and expanded, by default.
 - All other Courts the case was in will be listed after the current Court.
 - Selecting the blue area where the Court is listed will expand that Court, displaying the Date Ranges and Settings for the case in the selected Court.
- **Selecting a Date Range:**
 - Only one Court date range can be selected.
 - **Date ranges showing No Settings:** Can be selected by attorney to submit voucher for Out of Court Activities for the selected Court & Date Range.
 - **Date ranges showing Setting Dates:** Can be selected by attorney to submit voucher for listed Setting Dates or for Out of Court Activities for the selected Court & Date Range.





Selection of a Date Range is required before user is able to select the  button , which continue to the [Select Setting Dates page](#).





Figure 18: Select Settings Page


**Attorney ViPS - Select Setting Dates**









Please select setting date.






 **Defendant Last Name, First Name**



 **Individual Case Appointment**

 **Case # 123456123010** (F1) AGG ROBBERY-DEADLY WPN

Setting Dates	Setting Reason	Event	Duration
<input type="checkbox"/> 02/26/2020	ARRAIGNMENT	Please Select 	
<input type="checkbox"/> 12/30/2019	PRELIMINARY ASSIGNED COURT APPEARANCE	Please Select 	00:00  00:00 

 **Case # 223541121010** (F1) AGG ROBBERY-DEADLY WPN

Setting Dates	Setting Reason	Event	Duration
<input type="checkbox"/> 02/26/2020	ARRAIGNMENT	Please Select 	
<input type="checkbox"/> 12/30/2019	PRELIMINARY ASSIGNED COURT APPEARANCE	Please Select 	00:00  00:00 

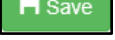
 Save  Continue


Select Settings page allows attorneys to select the setting(s) they are adding to the voucher being created.

- Navigating Select Settings page:
- Settings will show the Setting Date and a Setting Reason.
- Some Setting Reasons require an Event to be selected.
 - If Required, select from the dropdown list for the listed Setting and select the reason.
- If more than one case was selected for the defendant, the cases will show up on this screen, separated with their respective Settings.
- Based on Business logic, only Settings listed with a white background can be selected.

Note:

- Some Courts might pay their Settings per day. In this case, the Duration fields are disabled.
- If a Court pays their Settings by the hour, the Duration fields will be enabled and the attorney will need to enter the proper number of hours for selected Setting.

Before continuing, selecting the Save icon  will save settings and their respective Event and Duration

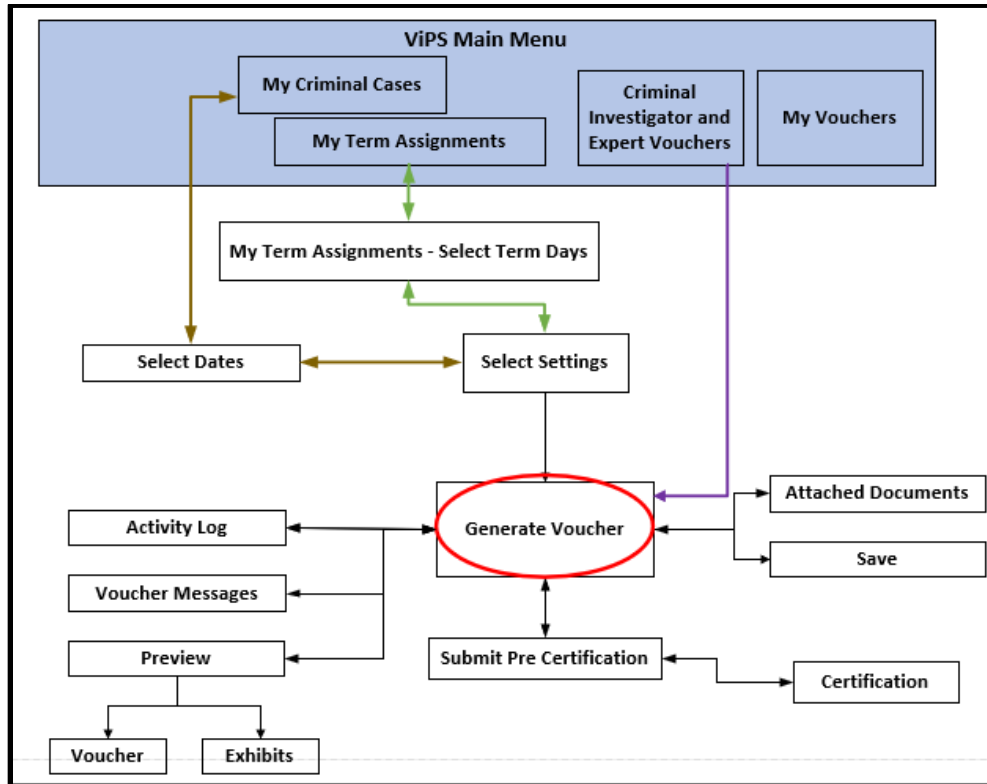
(If available). From this page, selecting the Continue icon  will navigate user to the [Generate Voucher page](#).



8. Generate Voucher

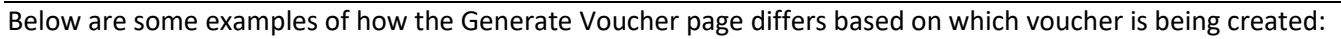
[Back to Workflow](#)


- Location in workflow:



The Generate Voucher page functions as a summary page for voucher entries.

Depending on the voucher being created, ViPS uses business logic to display certain fields on the Generate Voucher page.




Attorney VIPS - **Generate Voucher**

My Criminal Cases
Logout

Please edit your events.

Individual Case Appointment

Case No.
Court

165165101010
182

+
Attached Documents

Exhibit.pdf

Event	Duration	Dates	Amount
NON-TRIAL First Degree			
NON-TRIAL Second Degree			
NON-TRIAL Third Degree, SJF, MRP/MAJ			
TRIAL First Degree			
TRIAL Second Degree			
TRIAL Third Degree, SJF, MRP/MAJ			
PRE-TRIAL HEARING WITH TESTIMONY & PSI HEARING			
OUT OF COURT HOURS First Degree			
OUT OF COURT HOURS Second Degree			
OUT OF COURT HOURS Third Degree, SJF, MRP/MAJ			
SPECIALTY COURT HOURS			
INVESTIGATION HOURS			
INVESTIGATION OTHER EXPENSES			\$ 0.00
EXPERT			\$ 0.00
BILINGUAL SUPPLEMENT			
OTHER			\$ 0.00

Previous

Activity Log

Voucher Messages

Save

Preview

Submit Voucher



Figure 20: Generate Voucher Page - Criminal Investigator and Expert Workflow Example

Attorney VIPS - **Generate Voucher**

My Criminal Cases Logout

Please edit your events.

☒ **Individual Case Appointment**

Defendant Last Name, First Name

Case No.

Court

123456123010

176

+

 Attached Documents

Event	Duration	Dates	Amount
INVESTIGATION HOURS			
INVESTIGATION OTHER EXPENSES			\$ 0.00
EXPERT			\$ 0.00

Activity Log Voucher Messages

Preview Submit Voucher

Figure 21: Term Assignments Generate Voucher Page Example

Attorney VIPS - **Term Assignments Generate Voucher**

My Term Assignments Logout

Please edit your events.

☒ **District Courts - Term Assignment**

+

 Attached Documents


Event	Duration	Dates	Amount
DAILY ASSIGNMENT First Degree	1 Day(s)	06/10/2020	
DAILY ASSIGNMENT Second Degree			
DAILY ASSIGNMENT Third Degree, SJF, MRP/MAJ			
WEEKLY ASSIGNMENT First Degree			
WEEKLY ASSIGNMENT Second Degree			
WEEKLY ASSIGNMENT Third Degree, SJF, MRP/MAJ			
TERM ASSIGNMENT First Degree			
TERM ASSIGNMENT Second Degree			
TERM ASSIGNMENT Third Degree, SJF, MRP/MAJ			

Previous Voucher Messages

Save Preview Submit Voucher



Figure 22: Term Assignments Generate Voucher Page – Post Conviction Proceedings Example



Attorney VIPS - **Generate Voucher**

My Criminal Cases

Logout

Please edit your events.

☒ Post Conviction Proceedings

Defendant Last Name, First Name

Case No.

Court

785966101010

182

+

Attached Documents

Event	Duration	Dates	Amount
NON-CAPITAL APPEAL Appeal, Preparation of Motion for New Trial			
NON-CAPITAL APPEAL Appeal-Trial > 5 days or Transcript > 800 pages, Preparation of Motion for New Trial			
NON-CAPITAL APPEAL New Brief After PDR Granted			
CAPITAL APPEAL Appeal-Death Penalty Not Sought, Preparation of Motion for New Trial			
CAPITAL APPEAL Appeal-Death Penalty Sought, Preparation of Motion for New Trial			
CAPITAL APPEAL New Brief After PDR Granted			
PETITION FOR DISCRETIONARY REVIEW Non-Capital			
PETITION FOR DISCRETIONARY REVIEW Capital			
ORAL ARGUMENT Court of Appeals: Non-Capital			
ORAL ARGUMENT Court of Appeals: Capital			
ORAL ARGUMENT Court of Criminal Appeals: Non-Capital			
ORAL ARGUMENT Court of Criminal Appeals: Capital Appeal, Death Penalty Given			
ORAL ARGUMENT Court of Criminal Appeals: Capital Appeal, Death Penalty Sought, Not Given			
ORAL ARGUMENT Court of Criminal Appeals: Capital Appeal, Death Penalty Not Sought			
ORAL ARGUMENT Travel Expenses - In Austin (no receipts required)			\$ 0.00
ORAL ARGUMENT Travel Expenses - In Courts of Appeals other than Houston: Prior approval from Judge required (receipts required)			\$ 0.00
DNA MOTION			
11.07 WRIT OF HABEAS CORPUS			
INVESTIGATION EXPENSES			\$ 0.00
EXPERT			\$ 0.00
OTHER			\$ 0.00

Activity Log

Voucher Messages

Preview

Submit Voucher



Figure 23: Generate Voucher Page – Capital Case Example

Attorney ViPS - Generate Voucher

Please edit your events.

Capital Case

Defendant Last Name, First Name



Event	Duration	Dates	Amount
CAPITAL 1ST CHAIR			
CAPITAL 1ST CHAIR - Out of Court Hours			
CAPITAL 2ND CHAIR			
CAPITAL 2ND CHAIR - Out of Court Hours			
INVESTIGATION HOURS			
INVESTIGATION OTHER EXPENSES			\$ 0.00
EXPERT			\$ 0.00
OTHER			\$ 0.00

Case No. 152456101010 Court 230

Attached Documents

Previous Activity Log Voucher Messages Save Preview Submit Voucher

- Navigating the Generate Voucher page:

- **All Criminal Cases** – Selecting My Criminal Cases icon  at the right of the page will navigate user back to My Criminal Cases page. For Criminal Investigator and Expert vouchers, ViPS will navigate user back to My Criminal Investigator and Expert Cases Search page.
- **Term Assignment vouchers** - Selecting My Term Assignments icon  at the right of the page will navigate user back to My Term Assignments page.

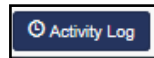
The main display table on the page lists all the defined line items for a voucher.

9. **Line items in gray background** indicate items that must be entered/updated on a different page in the process flow, either through the Select Settings page or through the Activity Log page.
 - Settings entered on the Select Settings page are summarized here showing the total number of days for each setting event as well as the date(s) that they occurred.
 - Other line items that appear in gray are Out of Court Hours and can be entered/updated via the Activity Log page, if available for that particular voucher type.
- **Line items in white background** can be entered/updated directly to the Generate Voucher page.
 - Line items in white background may require an attachment.
 - Attachment(s) must be in .PDF format and cannot be named the same as another attachment on the same voucher.



The following icons are available, depending on the voucher being created:

- *Activity Log Icon*



- **Not available for Term Assignment vouchers.**
- Selecting the Activity Log icon at the bottom left hand side of the page will navigate to the Activity Log page. Here, users can add all their Out of Court Activity Hours.
- Please refer to [Activity Log](#) portion of this document for further information.

- *Voucher Messages Icon*

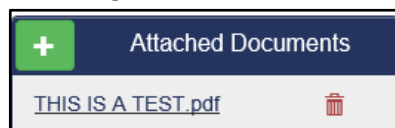


- Selecting the Voucher Messages icon at the bottom of the page allows comments to be entered regarding this voucher.
- Please refer to [Voucher Messages](#) portion of this document for further information.

- *Attached Documents*



- Some line items require supporting information (invoices, receipts, etc.) to be included with and attached to the voucher.
- Selecting the green plus sign icon in the Attached Documents menu on the right of the page allows user to browse for and upload an attachment.
- **Note:** Attachments need to be in PDF file format and cannot have the same name as other uploaded PDF attached to this voucher.
- Attached documents will be listed in the table with the same name as the original file.
- Following the document name will be a red trash can icon,



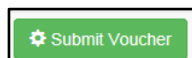
- **To remove attachment from voucher**, click on the icon. User will be asked to confirm that they want to delete the document.
- **To review the attachment**, click on the document name.

- *Save Icon*



- **Not available for Criminal Investigator and Expert Voucher workflow.**
- Selecting the Save icon at the bottom of the page will save entries on the current voucher in a DRAFT status and provide the ability to return later to finish working on the voucher.

- *Submit Voucher Icon*



- Selecting the Submit Voucher icon in the lower right-hand corner of the page will navigate to the Pre-Certification page. This is done when a voucher is ready to be submitted.
- Please refer to [Submit Voucher](#) portion of this document for further information



9. Activity Log

[Back to Workflow](#)

- Location in workflow:

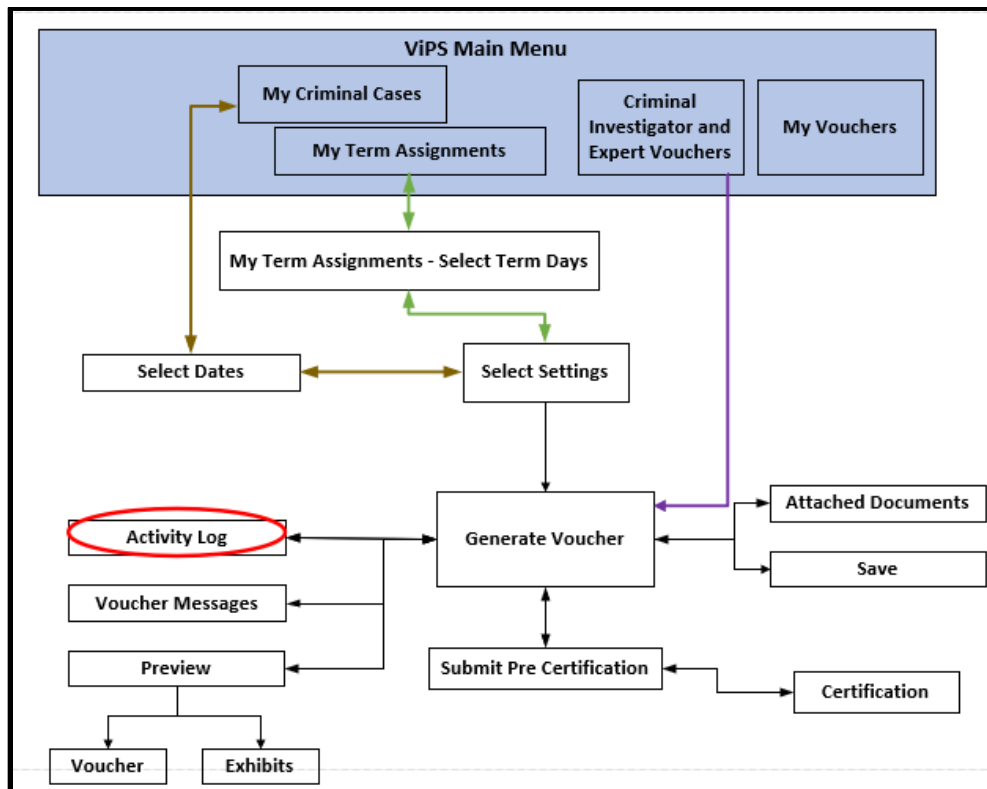


Figure 24: Activity Log Page

Please add, edit or delete your log item(s)

Defendant Last Name, First Name

	Date	Activity	Case	Duration	Description
--	------	----------	------	----------	-------------

Activity Log allows Out of Court Hours and information to be added to a voucher.



Figure 25: Activity Log popup - Selecting Activity

The screenshot shows a web application window titled "Add Activity". It contains a "Date:" field with the value "08/23/2020" and a calendar icon. Below it is an "Activity:" dropdown menu that is open, showing a list of activities. The list is divided into two sections: "Out of Court Activities" (Jail Visit, Witness Interview, Records Research, Legal Research, Other) and "Investigation" (Investigator Time). To the right of the dropdown is a "Description:" text area. At the bottom right are "Save" and "Cancel" buttons.

- Navigating Activity Log page:

To add an Activity, click the plus icon  to add an entry to the Activity Log.



- A window will pop up over the main page that allows entry of an activity.
- Date will be pre-populated with current date.
 - To change activity date, click  to open a calendar that allows date entry.
- Activities are listed based on the type of voucher being created.
- Once the Activity is selected, the popup window will expand to include additional data entry fields, **Case Number** and **Duration** (HH:mm). Case Number will auto-populate.



Figure 26: Activity Log popup - Entering Time

- To enter duration, click on the clock icon  at the right of the Duration field to allow time entry.
- Select from the left dial for hours and right dial for minutes.
- The application allows minutes to be entered in increments of 6 minutes (a tenth of an hour).

Note: Some Out of Court Activities require a description. If a description is required, upon SAVE, ViPS will verify the description is entered or will show a message letting attorney know to add description information. Once a required description is entered, the Activity can be successfully saved.


- Click  button in the lower right-hand corner of the window.
- The application will save this entry, close the popup and return to the Activity Log page.



Figure 27: Activity Log with Entries

Please add, edit or delete your log item(s)

Defendant Last Name, First Name

	Date	Activity	Case	Duration	Description
	12/11/2017	Records Research	154154154010	01:36 (HH:mm)	
	11/08/2017	Jail Visit	154154154010	03:12 (HH:mm)	

Save and Return

Added Out of Court Activities will be listed in the Activities Log page.

User can add as many Activities needed for this voucher.

To add another Activity – Select the plus icon

To edit an Activity – Select the pencil icon

To delete an Activity – Select trash can icon

Return to the [Generate Voucher page](#) by selecting in the lower left-hand corner of the page.

On the Generate Voucher page, the application will accumulate the total amount of time of all Out of Court Activities and will display it as a total number of hours down to one decimal point, with each decimal point representing 6 minutes.

Returning to the Generate Voucher page, data entered from the Activity Log is now displayed in the appropriate line item of the voucher.



10. Voucher Messages

[Back to Workflow](#)

- Location in workflow:

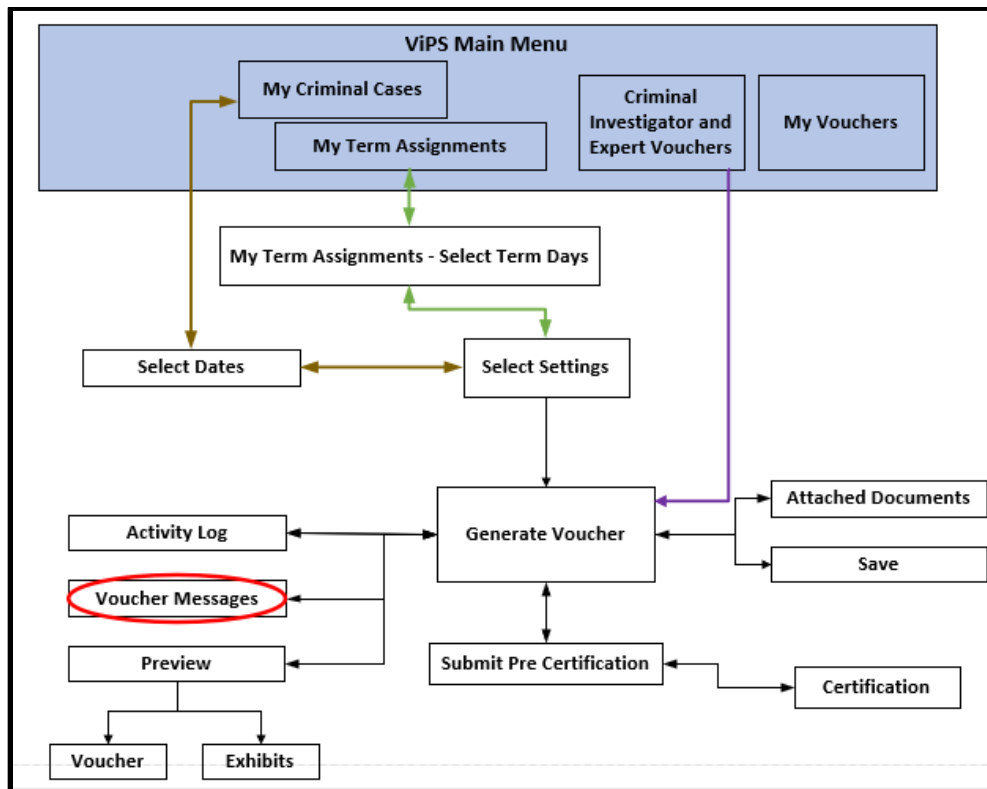


Figure 28: Voucher Messages page before adding information

Please add, edit or delete your item(s)

Good Cause Statement

+

Date

Message

Request to Exceed (Presumptive) Maximum

+

Date

Message

Comments

+

Source

Date

Message

Save and Return



Figure 29: Voucher Messages page after adding information

Please add, edit or delete your item(s)

Good Cause Statement

	Date	Message	
	08/21/2020	Enter information here when a voucher is submitted after their given timeline. Judge will see this information. Only one Good Cause Statement entry allowed.	

Request to Exceed (Presumptive) Maximum

	Date	Message	
	08/21/2020	Enter information here when a voucher is submitted with an amount that exceeds the presumptive maximum for any given line item. Judge will see this information. Only one Request to Exceed (Presumptive) maximum entry allowed.	

Comments

	Source	Date	Message	
	Attorney	08/21/2020	Multiple Comment entries are allowed.	
	Attorney	08/21/2020	Allows Comments to be entered by attorney and can be seen/reviewed by Clerk when voucher is submitted.	

Save and Return

- Navigating Voucher Messages page:



icon is located at bottom of Generate Voucher page.



Selecting icon navigates user to enter Voucher Messages.

Good Cause Statement –



- To add a Good Cause Statement, message, click the Click icon in the Blue Bar under Good Cause Statement.
- Required on all Vouchers submitted after their allowed timeframe.
- Information entered here is viewed by Judge that will be reviewing and approving the voucher.
- Only one Good Cause Statement entry is allowed.

Request to Exceed (Presumptive) maximum

- To add information to the Request to Exceed (Presumptive) maximum, click the Click icon in the Blue Bar under Request to Exceed (Presumptive) maximum.
- To add a Required when a total for a line item exceeds the maximum allowed.
- Information entered here is viewed by Judge that will be reviewing and approving the voucher.
- Only one Request to Exceed (Presumptive) maximum entry is allowed.



Comments

- To add Comments, click the Click  icon in the Blue Bar under Comments.
- Allows comments to be entered regarding this voucher.
- Clerks that initially receive voucher submissions will review these comments.
- Multiple entries allowed. Click  to add additional messages to this section.

To add a message – click on 

To Edit a voucher message – click on 

To Delete a voucher message – click on 

To save comments and return to [Generate Voucher page](#) – click on 



11. Preview

[Back to Workflow](#)

- Location in workflow:

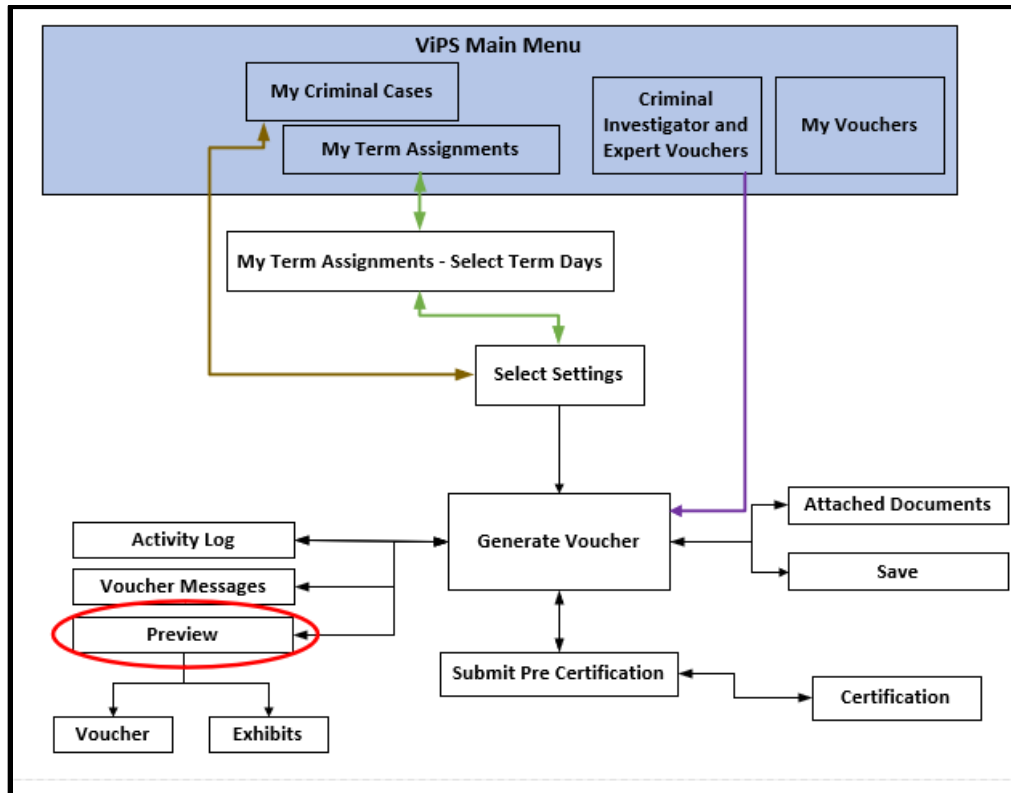
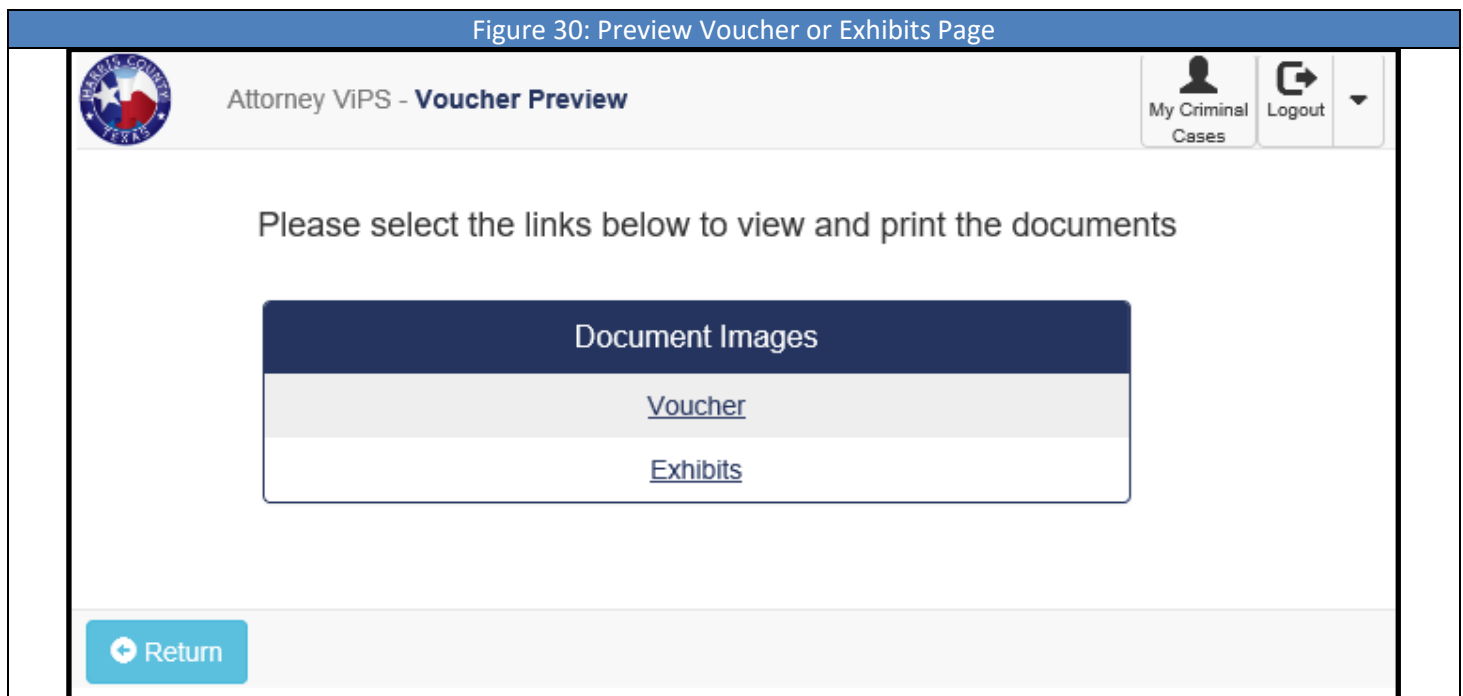



Figure 30: Preview Voucher or Exhibits Page





Allows user to Preview, Print/Save Voucher and Exhibits



- Selecting Preview icon  will navigate user to the preview selection page where user can select to preview either the voucher or the exhibits for the voucher.
- **Selecting Voucher** will generate a .PDF file of what the voucher will look like when submitted.
- **Selecting Exhibits** will generate a .PDF file of Settings, Out of Court Activities, Messages, Companion Cases followed by all uploaded attachments.

Based on browser settings, when the .PDF file is generated, the file will auto-open or the user may need to select between saving, opening or cancelling the file.

To return to Generate Voucher page, click Select Return to return to [Generate Voucher page](#).



12. Submit Voucher/Pre Certification

[Back to Workflow](#)

- Location in workflow:

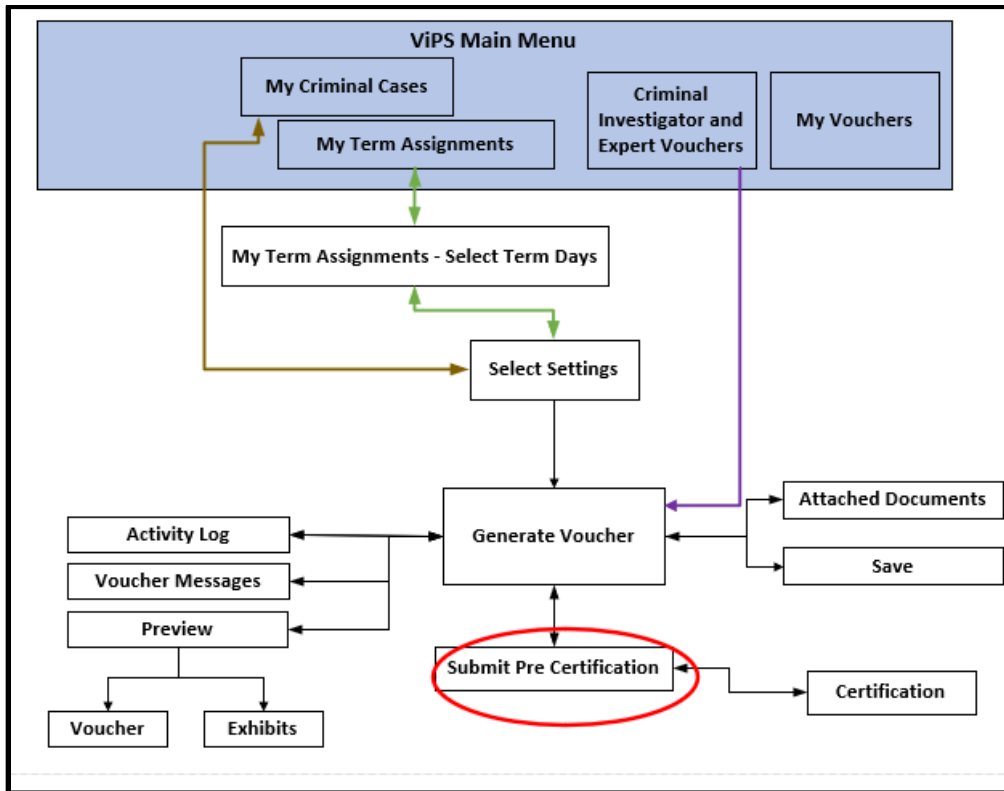
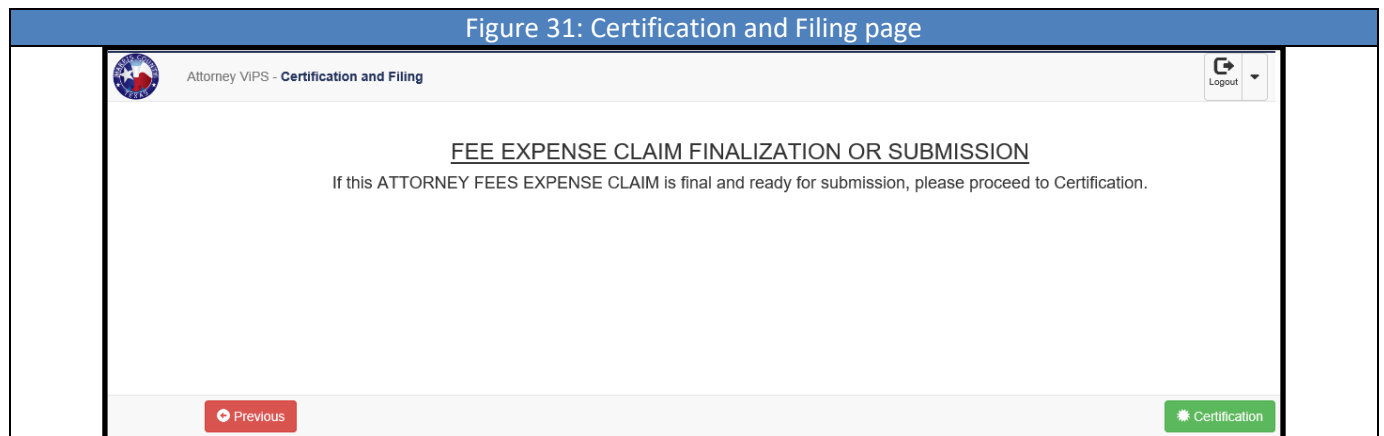




Figure 31: Certification and Filing page

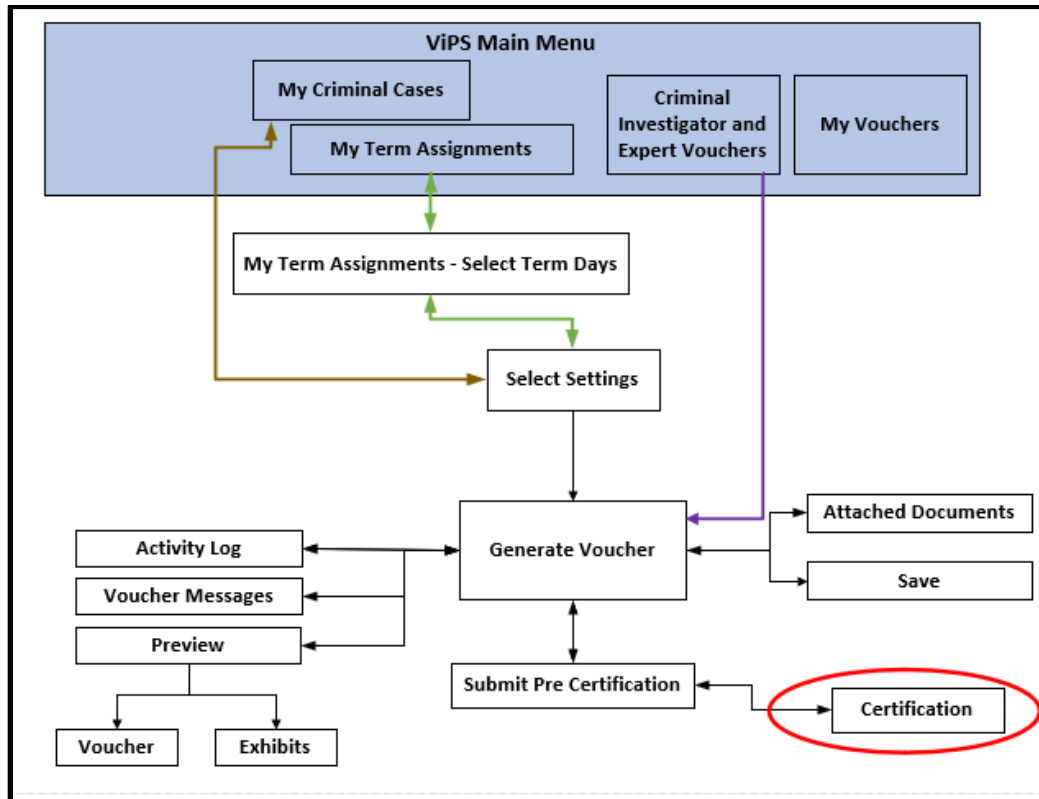


The Certification and Filing page serves to allow attorneys submitting vouchers one last time to review their voucher before submitting.

- Selecting the Previous icon  will navigate back to Generate Voucher page.
- Selecting the Certification icon  will display the Certification Pop up page.



- Location in workflow:





If you have any problems, comments, questions, or concerns please email us at HelpDesk@us.hctx.net



ViPS will place the attorney name and bar number on the signature line of this page. This will be considered an electronic signature for use on the Voucher.

In the Certification Pop up page:

- Selecting the Cancel icon  will close the popup.
- Selecting the I Affirm icon  will submit the voucher.
- Once submitted, the voucher status changes to SUBMITTED and a new voucher can be created for the case, if needed.
- ViPS will navigate back to the ViPS Main Menu page.
- Vouchers in SUBMITTED status will no longer allow attorney to edit the voucher. Attorney will need to RECALL a voucher from SUBMITTED status if further changes are needed.



14. My Vouchers

[Back to Workflow](#)

- Location in workflow:

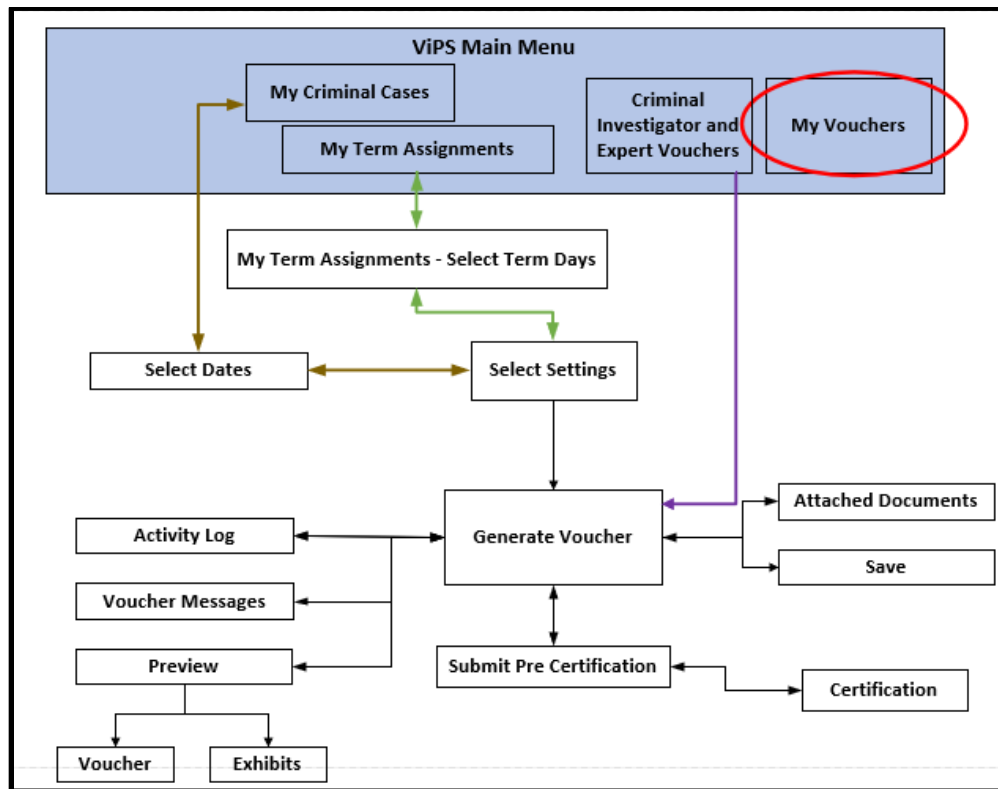


Figure 33: My Vouchers Page

Attorney ViPS - My Vouchers

Logout

3 Vouchers Found.

Status

Status Date From

Status Date To

Please Select Status

Search

Vouch...	Defendant/Calendar Week	Voucher Type	Status	Court/Case Number	Document Images
909919	Defendant Last Name, First Name	Individual Case Appointment	Draft 08/21/2020	123456789012	
907868	Defendant Last Name, First Name	Post Conviction Proceedings	Filed 08/19/2020	234567890123	Filed - Exhibits/Attachments Filed - Post Conviction Proceedings
908865	Term 07/27/2020-07/31/2020	District Courts - Term Assignment	Approved 08/19/2020	230	Filed - Exhibits/Attachments Filed - District Courts - Term Assignment Approved - District Courts - Term Assignment

Paid Vouchers: Click to access Voucher Payment Search

Status Help



The My Vouchers page provides a listing of cases that are assigned to an attorney, with statuses of DRAFT through PAID, ordered by Status. Within each Status, vouchers are listed oldest to newest. This allows user to track the status of their submitted vouchers all the way through PAID.

- **DRAFT** (Oldest at the top, Newest at the bottom)
- **SUBMITTED** (Oldest at the top, Newest at the bottom)
- **FILED** (Oldest at the top, Newest at the bottom)
- **RETURNEDFORCORRECTION** (Oldest at the top, Newest at the bottom)
- **APPROVED** (Oldest at the top, Newest at the bottom)
- **APPROVEDWITHMODIFICATIONS** (Oldest at the top, Newest at the bottom)
- **REJECTED** (Oldest at the top, Newest at the bottom)
- **POSTED** (Oldest at the top, Newest at the bottom)
- **RETURNEDFROMAUDITOR** (Oldest at the top, Newest at the bottom)
- **PAID** (Oldest at the top, Newest at the bottom)

- Navigating My Vouchers page:

My Vouchers Page allows users to

1. [View count of Vouchers listed.](#)
2. [Search/Filter Vouchers by Status and/or Date Range](#)
3. [Edit or Delete DRAFT Voucher](#)
4. [RECALL Voucher from SUBMITTED Status](#)
5. [View voucher messages](#)
6. [View SUBMITTED and FILED Vouchers, Exhibits and Attachments](#)
7. [View PAID Vouchers](#)

1. *View count of Vouchers listed.*

Figure 34: My Vouchers page – View Count of Vouchers listed

The screenshot shows the 'Attorney ViPS - My Vouchers' page. At the top, there is a light green bar with the text '3 Vouchers Found.' circled in red. Below this bar are search filters for 'Status' (a dropdown menu with 'Please Select Status'), 'Status Date From' (a date input field), and 'Status Date To' (a date input field). A 'Search' button is located to the right of these filters.

At the top of My Vouchers page is a light green bar above the Search parameters that will Show the Count of Vouchers listed.

2. *Search/Filter Vouchers by Status and/or Date Range*



Figure 35: My Vouchers Search Parameters

Status	Status Date From	Status Date To			
<div>Please Select Status Draft SubmitInProcess Submitted Filed ReturnedForCorrection Approved ApprovedWithModifications Rejected Posted ReturnedFromAuditor Paid</div>	<input type="text" value="09/27/2018"/>	<input type="text" value="09/27/2019"/>	<input type="button" value="Search"/>		
Year Week	Voucher Type	Status	Court/Case Number	Document Images	
2019 37	Individual Case Appointment	Draft 09/13/2019	201513128		
	Individual Case Appointment	Draft 09/16/2019	201602466J		
	Individual Case Appointment (IVD)	Draft 09/17/2019	200637300		

Search filters are located at the top of the My Vouchers Page

- By Default, Status will show 'Please Select Status' and Date Range will show a one-year range, with 'Status Date To' being current date.
- Selecting a Status is not required
- Selecting a date range is required.
 - 'From Date':
 - Must be less than or equal to current date and
 - Be less than or equal to 'To Date'
 - 'To Date':
 - Must be less than or equal to current date
- To Search:
 - Select Status (or no selection)
 - Select a Date Range
 - Click
 - A message will be displayed above the search criteria counting how many records are found with the given search criteria.
 - If a record is found, it will also be listed.



Figure 36: My Vouchers – Search Returning no Matching Vouchers

0 Vouchers Found.

Status: Please Select Status Status Date From: 01/06/2011 Status Date To: 12/30/2011

Vouch...	Defendant/Calendar Week	Voucher Type	Status	Court/Case Number	Document Images
----------	-------------------------	--------------	--------	-------------------	-----------------

Example of a search returning no records.

Figure 37: My Vouchers - Search Returning Matching Vouchers

7 Vouchers Found.

Status: Please Select Status Status Date From: 09/03/2018 Status Date To: 09/27/2019

Vouch...	Defendant/Calendar Week	Voucher Type	Status	Court/Case Number	Document Images
211790	Duck, Donald	Individual Case Appointment	Draft 09/13/2019	123456777777	
211796	Mouse, Mickey	Individual Case Appointment	Draft 09/16/2019	555555555555J	
211798	Pig, Porky	Individual Case Appointment	Draft 09/17/2019	200631300000	
210484	Mouse, Minnie	Individual Case Appointment	Submitted 07/25/2019	989898989898	Exhibits/Attachments Individual Case Appointment
210493	Fudd, Elmer	Individual Case Appointment	Submitted 07/25/2019	787878787878	Exhibits/Attachments Individual Case Appointment
211589	Wayne, Bruce	Individual Case Appointment	Submitted 08/12/2019	454545454545	Exhibits/Attachments Individual Case Appointment
205111	Pooh, Winnie	Individual Case Appointment	Filed 03/12/2019	345634560000	Filed - Exhibits/Attachments Filed - Individual Case Appointment

Example of a search returning records.

3. Edit or Delete DRAFT Voucher

- A voucher with the pencil icon indicates the voucher is in DRAFT status.
- Only DRAFT Vouchers can be edited or deleted.

However, a SUBMITTED voucher that is not yet APPROVED can be RECALLED and changed to DRAFT status, [see Recall Voucher from SUBMITTED status](#).

- To Edit a voucher in DRAFT status, click the pencil icon next to the voucher number.
- To Delete Voucher in DRAFT status, click the red trash can at the right side of the screen . All work done on this voucher will be deleted.
 - This allows user to restart a voucher and will be visible in My Criminal Cases.



4. Recall Voucher from SUBMITTED Status


Figure 38: Voucher Recall popup



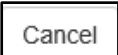
Please Confirm

Are you sure you want to change status back to Drafts ?

Ok Cancel

As referenced above, only a voucher in DRAFT status can be edited.

However, if a voucher has been SUBMITTED and not yet APPROVED, a recall icon  to the left of the voucher number will indicate that the voucher can be RECALLED by the attorney that submitted the voucher. RECALLED vouchers are changed from SUBMITTED to DRAFT status.

- Select on RECALL icon  next to the voucher being recalled.
- A popup will be displayed asking if user is sure they want to change the status of the voucher back to DRAFT.
- If User selects , popup will close and Voucher will be changed to DRAFT Status.
- If User selects , popup will close and Voucher status will remain SUBMITTED.
-

5. View Voucher messages

Figure 39: Voucher Messages popup

Attorney VIPS - My Vouchers

3 Vouchers Found.

Status




Please Select Status

Voucher Comments

Source	Message	CreatedDate
Judge	Previous Judge Findings: test	08/19/2020
DistrictClerk	Previous Judge Findings: test	08/19/2020
Judge	test	08/19/2020

Ok Search

Vouch... Defendant/Calendar Week Voucher Type Status Court/Case Number Document Images

- Vouchers listed in My Vouchers page with the encircled exclamation mark  in the status column indicates voucher messages exist.
- Hovering over the encircled exclamation mark  will show 'Voucher Messages'
- Selecting the encircled exclamation mark  will open a popup window at the top of My Vouchers page displaying the voucher messages.



6. *View SUBMITTED and FILED Vouchers, Exhibits and Attachments*

Allows user to View/Print Submitted Voucher and Exhibits


To the right of the listed records in My Vouchers page, all vouchers that have are not in DRAFT status have a link to what the voucher and exhibits look like.

- Selecting 'Exhibits/Attachments' will generate a .PDF file of Settings, Out of Court Activities, Messages, followed by all uploaded attachments.
- Selecting any of Case Appointment will generate a .PDF file of what the voucher looks like at the current status.
- Based on browser settings, when the .PDF file is generated, the file will auto-open or the user may need to select between saving, opening or cancelling the file.

7. *View Paid Vouchers*

- Allows user to search for Paid Vouchers

 **Paid Vouchers: Click to access Voucher Payment Search**

- Selecting the  icon at the footer of My Vouchers page will navigate user to the Harris County Auditor's Office webpage in a second window.
- <https://auditor.harriscountytexas.gov/Pages/VendorPaymentSearch.aspx>
 - In this page, users can perform a search for any PAID voucher.



15. Other Helpful Information

- After 20 minutes of inactivity, the application will automatically log user out.
- When attempting to navigate away from a data entry page without first saving changes, the application will prompt the user that continuing without saving will lose any data entered on this screen. User will have the option to continue with the navigation and lose unsaved changes or return to page to save changes.

Table 1: Legend - Application Icons

	Selecting this icon will navigate user to ViPS main Menu.
	Selecting this icon allows user to Logout.
	Selecting the down arrow next to allows user to Change Password or Logout.
	Selecting this icon will navigate user to next screen in the voucher submission process.
 or 	Selecting either of these icons navigate user to previous screen in voucher submission process.
	Selecting this icon allows adding of records or documents to the section the icon is attached to.
 or 	Selecting either of these icons allows a voucher/record to be edited.
	Selecting this icon will recall a Voucher from Submitted Status, cancels Submission and returns Voucher to Draft status.
	Indicates that a Message is attached to the Voucher. Clicking on the icon will display the Voucher Message(s).



Table 2: Status Legend

Draft	A Voucher has been initiated but not submitted.
SubmitInProgress	A Voucher has been completed and Submitted to the Clerk for processing; however, system issues may have prevented the Voucher from proceeding to review. This will identify the voucher and attempt to re-submit the voucher.
Submitted	A Voucher has been completed and Submitted to the Clerk for review. Vouchers in Submitted status can be recalled by the attorney from the My Vouchers page.
ReturnedForCorrection	A Voucher has been Returned by the Clerk. The Voucher requires correction before it can be Filed with the Court. A reason for the Return will be provided by the Clerk.
Filed	A Voucher has been Filed with the Court by the Clerk and ready for the Judge to review.
Rejected	A Voucher has been Rejected by the Judge. A reason for the Rejection will be provided by the Judge.
Approved	A Voucher has been Approved and Signed by the Judge. The Voucher is ready for the Auditor to review.
ReturnedFromAuditor	A Voucher has been Returned from the Auditor. The Voucher requires correction before it can be Posted for payment. A Reason for the Return will be provided by Auditing.
Posted	A Voucher has been Posted/Approved for payment by the Auditor.
Paid	Voucher payment has been processed to Vendor.